

ORDINANCE RECORD

VILLAGE OF NEWBURGH HEIGHTS, OHIO

ORDINANCE NO. 2023-16

INTRODUCED BY: Mayor Traore

AN ORDINANCE AUTHORIZING A LETTER AGREEMENT WITH OHM ADVISORS IN THE AMOUNT OF \$69,930.00 FOR PERFORMANCE OF SERVICES TO DEVELOP A NEW MASTER PLAN, AND DECLARING AN EMERGENCY.

WHEREAS, the Village's Master Plan is approximately ten years old and is in need of being updated;

WHEREAS, the development of a Master Plan involves performance of services to assess existing assets, challenges, and needs, and involves a process of engaging Village residents and stakeholders to understand their concerns, desire and goals; and

WHEREAS, the development of a new Master Plan will create a vision, including actionable goals, that will allow the Village to better serve its residents and stakeholders;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NEWBURGH HEIGHTS, CUYAHOGA COUNTY, OHIO, at least two-thirds of all the members elected thereto concurring, that:

Section 1. Council hereby authorizes the Mayor to enter into a Letter Agreement with OHM Advisors for Master Plan development services, in the amount of \$69,930.00, as set forth in Exhibit A hereto, which is incorporated herein by reference as if fully rewritten.

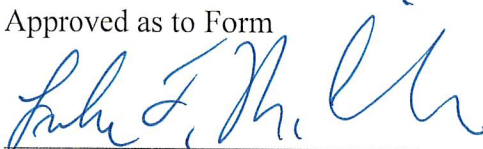
Section 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in such formal action occurred in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3. This Ordinance is hereby determined to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the Village and its residents, the emergency being the need to commence the Master Plan services project so that it can be completed as quickly as possible, and possibly by the end of the calendar year. Therefore, provided it receives two-thirds (2/3) of the vote of all members of Council elected thereto, said Ordinance shall be in full force and effect

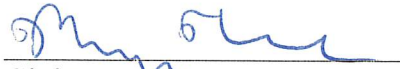
immediately upon its adoption by the Council, otherwise from and after the earliest period allowed by law.

PASSED: May 2, 2023

Approved as to Form



Solicitor

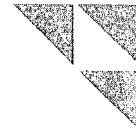


Gigi Traore, Mayor
Village of Newburgh Heights, Ohio



Cathleen Nagorski, Fiscal Officer
Village of Newburgh Heights, Ohio

1st Reading: 5-2-2023
Reading: 5-2-2023
Reading: 5-2-2023



April 11, 2023

Mayor Gigi Traore
Village of Newburgh Heights
3801 Harvard Avenue
Newburgh Heights, OH 44105

**RE: Village Master Plan
Village of Newburgh Heights
Proposal #22289**

Dear Mayor Traore:

Thank you for this opportunity to continue making the Village of Newburgh Heights (City, Client) a beautiful community that families proudly call home. OHM Advisors (OHM, Consultant) is excited to help the Village develop a master plan for the residents and stakeholders of the Village. This process will be essential in evaluating the Village and setting a course for its future to continue to make it a destination to live, work, and play.

This planning process will include carefully assessing existing assets, challenges, and needs and engaging the Village's residents and stakeholders to understand their concerns, desires, and goals. Together, we will develop a vision for the Village to serve residents for years.

Scope of Work:

OHM Advisors will work with the city to complete the following scope of work:

Phase 1 – Project Launch/Investigation

1.1 – Kick-off Meeting

At the start of the project, OHM Advisors and the Client Team will hold a kick-off meeting to review the scope, set a master schedule, finalize the steering committee members, and discuss high-level issues and opportunities. The team will also discuss the data and information needed to conduct Task 1.2.

1.2 – Assemble Mapping Data and Review Current Policies

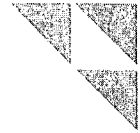
OHM will collect and assemble data to create base maps of the Village, which guide and inform the creation of the plan. Additionally, all relevant documents, policies, and development proposals will be collected.

1.3 – Area Tour

During this task, OHM will facilitate a walking/driving tour of the Village to have the Client Team identify preliminary opportunities and issues which should be examined further and discussed with the steering committee and greater community.

1.4 – Existing Conditions Analysis

OHM will conduct a thorough analysis of the existing conditions within the Village, also focusing on past, current, and future trends in the community and region. Specific existing conditions elements will include but not be limited to land use, zoning, character, housing, mobility, park/open space, natural/cultural resources, etc.



1.5 – Steering Committee Meeting #1

OHM will facilitate a meeting with the steering committee, which reviews the project schedule, scope, and goals. The meeting will serve as an introduction to the planning process and help understand the key deliverables. The committee will also recommend stakeholders for the project team to conduct group interviews within Task 2.1. Additionally, our team will lead the committee through a series of exercises centered on an open and transparent discussion. The outcome will be a set of project goals that will guide the process and development of the master plan.

Phase 2 – Inform

2.1 – Stakeholder Interviews

Our team will meet with 3 groups of stakeholders as determined by both the client and steering committee. The groups may include citizens, merchants, community groups, business leaders, elected officials, etc. Our team will conduct exercises at these meetings to gather feedback and initiate dialog about the Village. These results will be used and shared in later tasks.

2.2 – Steering Committee Meeting #2

OHM will present the existing conditions assessment, key findings, and overview of the stakeholder interviews for feedback and discussion. The committee will be led through a series of exercises to develop the project goals and objectives further and start to review and prepare questions to be part of the community survey.

2.3 – Community Survey

OHM will prepare and host an online community survey based on the outcomes of the previous tasks. We will prepare advertisement fliers (virtual and hardcopies) for the Village to distribute and will follow up by summarizing the online survey results.

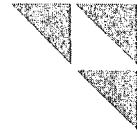
2.4 – Public Open House #1

OHM will host a public house inviting all community members and stakeholders of the Village to participate. The event will include a presentation summarizing the overall planning process and the results collected to date. Following the presentation, small group activities will be facilitated based on the principles and focus areas identified in the previous tasks to allow participants to engage further and provide feedback to help elevate and advance the planning process. Activities will be interactive, with members of the client team and steering committee also interacting with participants.

Phase 3 – Develop the Vision

3.1 – Vision and Development Principles

Based on the outcome of the online community survey, public open house, and previous tasks, OHM will create a series of principle statements with supporting graphics that define the overall vision and plan for the Village. This step aims to set the tone for where the Village is going, what the Village is planning for, and what future investors are “buying” into by defining the expectations for the type and quality of future developments.



3.2 – Steering Committee Meeting #3 / Design Charrette

The consultant team will host an interactive design charrette with the steering committee. The meeting will kickoff with a presentation summarizing and discussing the results of the community survey, public open house, and draft vision and development principles. The charrette will focus on key elements of the plan, including focus areas. The outcome of the charrette will include a series of maps, plans, and illustrations to translate the plan's vision into illustrative concepts and plans.

3.3 – Land Use Strategies

OHM will use the refined vision and development principles to outline a draft future land use plan. Included will be a set of strategies specific to the identified land uses. The purpose of this step is to visualize the results and discuss to date and outline locations for potential focus areas. Further, this map will guide, inform, and measure progress throughout the remaining tasks of the planning process.

3.4 – Focus Area Concepts

The purpose of this task is to dig down and apply the vision and development principles to specific focus area sites identified in previous tasks. The areas will be rendered or modeled using computer graphics in detail to illustrate how these areas could be redeveloped with targeted strategies. The result of the task will show how the principles translate to the built environment and serve as a marketing tool for communication to the general public.

Phase 4 – Implement

4.1 – Steering Committee Meeting #4

OHM will go over the focus area concepts and elements of the initial draft plan with the steering committee. The committee will be engaged in activities to provide additional feedback and refinement. Discussion will also include the proposed agenda and format of the upcoming public open house.

4.2 – Plan Prioritization & Implementation

As part of the plan development and draft plan framework, the consultant team will work with the client team to create a prioritization and implementation plan. The plan will include strategies to support the development of the overall plan and identified focus areas. This work will ensure that the goals and objectives of the plan are in-line and support other planned improvements in the community.

4.3 – Public Open House #2

OHM and the client team will host a public house to unveil the draft plan to the community. The session will begin with an overall presentation followed by smaller breakout discussions where community members can provide their input.

Phase 5 – Finalize

5.1 – Prepare Draft Plan

OHM will prepare a revised draft of the plan, integrating all previous work and feedback received to date. The plan will include a series of maps, plans, and illustrations which translate goals, objectives, and development principles into an overall vision. The components will be conceptual, but highly graphic, to help communicate and envision the future of the village.



5.2 – Steering Committee Meeting #5

Following the public open house and preparation of the revised draft plan, the consultant team will host a final meeting with the steering committee to discuss the draft plan and discuss updates for the plan before finalizing.

5.3 – Final Plan

Based on the feedback from the client team and committee, OHM will create a final plan which will portray a complete picture of the goals, objectives, development, and implementation strategy for the Village anchored by the community, stakeholders, and the steering committee input and review.

5.4 – Plan Adoption

OHM will participate in a Village council meeting to present the final plan for adoption.

Assumptions:

1. The OHM Team will be led by Aaron Domini, Arthur Schmidt and James Sickels, and will include input from our planning, landscape architecture, and municipal engineering groups, as needed.
2. The Client will assemble its Steering Committee, led by a council representative, ~~or an appointed staff member.~~
3. The Village master plan will build on existing elements and plans previously completed, but reflect new input gathered through the community engagement process, and will be a product of collaboration with the Village.
4. The Standard Terms and Conditions contained in the Annual Engineer contract per resolution number 23-01 shall also apply to this contract.
5. All other work not listed above is excluded from this proposal but can be added as an additional service, if requested.
6. Force Majeure: In the event either party is delayed or prevented from performing this Agreement due to any cause beyond its reasonable control, including but not limited to, strike, labor or civil unrest or dispute, embargo, blockage, work stoppage, protest, pandemics, or acts of God, such delay shall be excused during the continuance of such delay, and the period of performance shall be extended to such extent as may be reasonable to perform after the cause of delay has been removed. In the event any such delay continues for a period of more than thirty (30) days, either party may terminate the Agreement upon written notice to the other party. In the event of any such termination, The Owner shall pay OHM for work performed through the effective date of termination.

Fee, Reimbursable Expenses and Schedule:

OHM will complete the proposed scope of work, as outlined above, for the following lump sum fee billed on a monthly percent complete basis:

Item	Fee	Timeframe
Task #1 – Project Launch	\$14,040	1 months
Task #2 – Inform	\$9,720	2 months
Task #3 – Develop the Vision	\$19,440	2-3 months
Task #4 – Implement	\$16,740	2 months
Task #5 – Finalize	\$9,990	1 month
Total:	\$69,930	7 – 8 months



Authorization:

If this proposal is acceptable to you, your signature on this letter with a copy returned to us will serve as our authorization to proceed. All other terms and conditions of our municipal contract with the Village will apply.

We appreciate the opportunity to serve the Village of Newburgh Heights and look forward to working with you on this project. Please do not hesitate to contact me directly at 440.759.2843 with any questions or for additional information.

Sincerely,
OHM Advisors

Arthur Schmidt IV Project Manager
Arthur.schmidt@ohm-advisors.com
D: 216.865.1342 C: 440.759.2843

Aaron Domini, Principal
Aaron.Domini@ohm-advisors.com
D: 614.474.1114 C: 614.843.0862

Authorization to Proceed:

Signature _____ Date _____

Gigi Traore _____
Printed Name Title